

# Adult Literacy and Numeracy Assessment Tool Road-show

## Workshop One

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# Administering the Adult Literacy and Numeracy Assessment Tool

- Support resources
- Site navigation
- Roles and responsibilities
- Key functions
- Questions and discussion

# Support Resources

- Literacy and Numeracy for Adults Website:  
<https://www.literacyandnumeracyforadults.com/resources/355041>
- Training Site:  
<https://assesstool-uat.tec.govt.nz/Login.aspx>
- In-Tool contextual help
- Assessment Tool Service Desk  
Email: [assessforadults@nzcer.org.nz](mailto:assessforadults@nzcer.org.nz)  
Phone: 04 381 4576

# Site Navigation

- Exploring the Assessment Tool tabs

<https://assess.literacyandnumeracyforadults.com/Login.aspx>

- Role specific tabs for Organisation Administrators
- Contextual Help

# Roles and responsibilities

- Learners
- Educator Profiles
- Groups
- Connecting Learners and Educators
- Managing Assessments
- Data extracts

# Key Functions

- Home Tab
- Assessment Tab
- Learners Tab
- Educators Tab (Organisation Admin only)
- Groups Tab
- Administration Tab (Organisation Admin only)

# Questions and discussion...